Delaware OMB 1512 Reporting Instruction Manual

for Quarter Ending December 31, 2009

Note: This guidance may be adjusted for future reporting cycles

Note to users of this manual

This manual is intended to supplement previous guidance issued by federal and state OMB in reference to the reporting of federal stimulus funding under Section 1512 of American Recovery and Reinvestment Act (ARRA). This guidance can be found at the following website: http://www.omb.delaware.gov/arra/index.shtml. Agencies should become familiar with terms, procedures and requirements of prior federal and state guidance in addition to this document.

Recipient reporting is being executed through the web-based FederalReporting.gov recipient reporting solution. **All state agencies, school districts and charter schools receiving Federal ARRA dollars shall comply with this reporting requirement using the MS Excel-based template for report submission**. Should you need copies of this spreadsheet, it can be found on the federalreporting.gov website at . https://www.federalreporting.gov/federalreporting/downloads.do

This version of the manual has been updated for changes in federal guidance as per federal OMB memorandum M-10-08, issued December 18, 2009. These changes include the following:

- The first change involves moving to a quarterly reporting system versus a cumulative system regarding determining the number of jobs saved or created by the Recovery Act. That means that for the upcoming January reporting period, recipients will only submit calculations for those jobs saved or created with Recovery Act funds between October 1 and December 31. Reporting fields that include expenditure data and other qualitative data will still be done on a cumulative basis.
- The second change to calculating the number of jobs created is to formally clarify that jobs that were created or retained specifically with Recovery Act funds are to be counted with no requirement to determine if the jobs would have been lost or cut if not for Recovery Funds.
- Finally, in recognition of the above changes, the due date to upload reports to federalreporting.gov for the January 2010 report has been extended from January 10, 2010 to January 15, 2010. Reports received by January 15, 2010 will not be marked late.

In addition, please note additional changes:

- All users should be using either version 1.5 or 1.6 of the Excel template for upload to federalreporting.gov. (The version number can be found on the first tab of the workbook titled “Instructions”, cell G2). The main differences between versions 1.5 and 1.6 are the removal and addition of Agency Codes, TAS Codes, and CFDA Numbers. Users can still use version 1.5 as long as codes used for these data elements are still valid. Preparers can check the downloads tab at federalreporting.gov for updated lists of valid Agency Codes, TAS Codes and CFDA Numbers.
- The congressional district for Delaware must be changed from “01” to “00”.

This model and the report submission templates may not be wholly applicable to future reporting cycles. Recipients of ARRA monies should reference formal guidance and updates for future reporting requirements. Questions regarding 1512 reporting should be directed to OMB_ARRA1512@state.de.us.

Who needs to comply with 1512 reporting?

The federal government has established a reporting model that differentiates between PRIME RECIPIENTS and SUB-RECIPIENTS. **It is important to note that both Prime recipients and Sub-recipients have responsibilities under 1512 reporting.**

State agencies that have received a Recovery Act award in the form of grants, loans, or cooperative agreements directly from the Federal government are considered PRIME RECIPIENTS and will be responsible for compliance with 1512 reporting requirements. State agencies that have received Federal ARRA award by December 31, 2009 but have not yet begun spending down the dollars are still subject to 1512 reporting. Agencies will need to designate an individual or group to register with www.federalreporting.gov, collect all required data and submit the report(s) on a quarterly basis beginning September 30, 2009. Non-compliance could be treated as a violation of the award agreement.

For purposes of Delaware's implementation of 1512 reporting, and unless approved or designated otherwise, prime recipients will be designated as the sole reporters of data in the federal reporting system. Delaware state agencies are designated prime recipients and shall assume primary responsibility for entering 1512 data into the federal reporting system. If you are a prime recipient and would like to file for an exception, a request in writing must be submitted to the Office of the Lieutenant Governor.

A SUB-RECIPIENT is defined as a non-federal entity that expends federal awards received from another entity to carry out a federal program. If you are a sub-recipient that has been delegated reporting responsibilities by the prime recipient, you must complete the sub-recipient spreadsheet and, if applicable, the vendor spreadsheet for each award received before 12/31/09.

Which awards are subject to 1512 reporting?

All programs subject to recipient reporting are listed in Supplement 1 of the Federal Implementing Guidance for the Reports on Use of funds Pursuant to ARRA. General exceptions include mandatory programs, programs in Division B of the Recovery Act, programs providing awards to individuals and recipients of loan guarantees. The complete listing of programs subject to 1512 reporting can be found at: http://www.whitehouse.gov/omb/recovery_default/ If your award is NOT listed in Supplement 1, then you do not have to submit a 1512 report for that award. If you are unsure whether your program is listed, please request clarification via email to OMB_ARRA1512@state.de.us or call your federal contact.

How do I prepare the required reports?

All direct award recipients have been designated prime recipients and are responsible for preparing 1512 reports including prime recipient, sub-recipient and vendor information and uploading them to www.federalreporting.gov. This requirement is not applicable to school districts and charter schools. School Districts and charter schools are designated sub-recipients for purposes of ARRA reporting and shall directly report to the federal reporting system all Federal Funding Accountability and Transparency Act data elements required under 1512 (c)(4) for all ARRA funds sub-awarded to them by the State of Delaware, in a manner that complies with all federal OMB guidance.

Prime recipients may request approval from the Office of the Lt. Governor to delegate any reporting responsibilities to a sub-recipient. Prime recipients that have been granted an exception to delegate 1512 reporting to their sub-recipients should only complete the prime recipient and vendor sections of the workbook for each award. **However, copies of the sub-recipient submissions need to be collected by prime recipients from delegated sub-recipients and reviewed for accuracy.**

All prime recipients and delegated sub recipients of ARRA monies in the State of Delaware must satisfy the 1512 reporting requirement using the Excel spreadsheet available on the www.federalreporting.gov and/or OMB's website at http://www.omb.delaware.gov/arra/index.shtml. Please make sure you choose the spreadsheet for grants and loans and verify that you are using either version 1.5 or 1.6. A separate Excel workbook or file for every unique ARRA award is required. Recipients must complete a report for each award received through December 31, 2009, regardless if any funds have been received and/or expended. All financial data reported is to be cumulative, from February 17, 2009 through December 31, 2009, for the second 1512 submission. All jobs data is for the reporting quarter only. **This spreadsheet is NOT to be altered in any way, as modifications to any of the fields may cause the upload to be rejected and invalidate its submission.**

Federalreporting.gov contains an extensive and very thorough user guide found under the "Downloads" tab on that site. Prime recipients and delegated sub recipients are strongly encouraged to utilize this manual in preparing the required 1512 report.

There are approximately 100 data fields requiring completion, for which the Prime Recipient is responsible. Once you open the spreadsheet, you will see three tabs along the bottom; Instructions, Prime Recipient, Sub Recipients, and Vendors.

If you are a prime recipient and <u>have not</u> delegated reporting responsibility to sub-recipients, you must complete the prime recipient, sub-recipient (if necessary) and vendor (if necessary) spreadsheets within the excel template.

If you are a prime recipient and have designated reporting responsibility to sub-recipients, you must complete the prime recipient and vendor (if necessary) spreadsheets within the template.

If you are a sub-recipient who has been delegated reporting responsibilities by the prime recipient, you must complete the sub-recipient spreadsheet and, if applicable, the vendor spreadsheet for each sub-award. Designated sub-recipients should upload their 1512 reports directly to www.federalreporting.gov. If you are a sub-recipient, please discuss your reporting obligations with the prime recipient of the award.

Prime recipients and approved delegated sub-recipients must also complete and have appropriate signed approval from the agency head for each report field prior to uploading to the federal reporting system. A form for this purpose can be located at http://www.omb.delaware.gov/arra/index.shtml and a copy is to be emailed to OMB_ARRA1512@state.de.us or faxed to (302) 739-5661.

What information do I need to complete the spreadsheet?

Before completing the spreadsheet, have at least the following information available:

- The Federal award letter;
- The original grant or loan application
- A list of any sub-recipients and vendors applicable to that award;
- The number of jobs created and retained due to the acceptance of award monies;
- DUNS number, CCR number, TAS number, SAI number, NAICS and/or NTEE-NPC number; and
- DFMS expenditures as of December 31, 2009. (Note: DFMS information is expected to be available on Mobius January 6).
- Your last 1512 report submission for quarter ended 9/30/09, if applicable.

What should Prime Recipients and Sub Recipients be doing to prepare?

45 days prior to the end of the quarter

1. Prepare an inventory of all Federal ARRA awards received from 2/17/09 through the current date.
2. If the award is split between two agencies, you must determine which agency will be responsible for the reporting obligation. In most instances, the primary recipient will be the agency that received the award.
3. For all new awards, begin collecting key data elements such as award number, dollar amount, date signed, funding agency code, awarding agency code, program source (TAS number) and sub account TAS number, project or program name, CFDA number

4. Compile a list of sub-recipients for each award. Note the dollar amount awarded to each sub-recipient. Distribute template to sub recipients to complete sub-recipient information.
5. Compile a list of vendors for each award, and note the total dollar amount awarded to each vendor.
   NOTE: For purposes of distinguishing between a sub recipient and a vendor, agencies must consider the following:
   A vendor:
   - **Provides the goods and services within normal business operations;**
   - **Provides similar goods or services to many different purchasers;**
   - **Operates in a competitive environment;**
   - **Provides goods or services that are ancillary to the operation of the federal program; and**
   - **Is not subject to compliance requirements of the federal program.**
6. Register on www.FederalReporting.gov. New users will be prompted to enter your name, email address, phone number, security question and DUNS number. You will then get a registration confirmation, temporary password and registration information emailed to you. Please change your password when you first log in. Please refer to documentation on the "Downloads" section of www.FederalReporting.gov for detailed instructions.
7. Download the Excel 1512 reporting forms from the www.FederalReporting.gov web site.
8. Check to see if your organization is already registered at the CCR website. You will be able to search CCR by using either your organization's Data Universal Number System (DUNS) Number or legal business name. You can search on-line at https://www.bpn.gov/CCRSearch/Search.aspx. Register and obtain a CCR number, if one has not been obtained already. If you do not have a CCR number, one can be obtained by visiting https://www.bpn.gov/ccr/default.aspx, and click on the "Start New Registration" link. You will need a unique CCR number for each unique DUNS number of which you will be completing a 1512 report.
9. Collect the primary recipient's DUNS number. This number can be located on the original grant application, or on http://fedgov.dnb.com/webform.
10. Collect any sub-recipient's DUNS numbers. These numbers can be located on http://fedgov.dnb.com/webform. If sub-recipients do not have a DUNS number, one must be immediately applied for as this process may take several days.
11. Collect any vendor DUNS numbers, if the vendor was awarded $25,000 or greater of ARRA funds. If a vendor does not have a DUNS number, the name and zip code of the primary office address will suffice for 1512 reporting purposes.
12. Begin polling sub-recipients for a listing of jobs created and retained, and obtain descriptions of those jobs. Include any vendors, if applicable. **The job count must be calculated as Full Time Equivalents (FTE). Federal OMB has substantially revised the calculation to determine FTEs. Updated federal guidance on job calculation is contained in Section 5 of OMB memoranda M-10-08, found at: http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf.**

30 days prior to the end of the quarter Begin preliminary completion of the 1512 spreadsheets.

1. Distribute sub-recipient spreadsheets to each sub recipient as necessary to facilitate data collection efforts from sub recipients.
2. For those awards with approved delegated sub recipients, provide spreadsheet and coordinate data reporting procedures.

15 days prior to the end of the quarter

1. Collect and compile all sub-recipient spreadsheets by award unless sub-recipients have been approved to report directly.
2. Consolidate sub-recipient spreadsheets into prime recipient's master file
3. Combine and compile data elements in Excel workbook.
4. Collect job creation/retained data from sub-recipients and vendors. Review for accuracy.

Days 1 through 15 after quarter's end (Jan 1 through Jan 15)

1. Finalize 1512 spreadsheet. Collect templates from sub-recipients, if pertinent.
2. Save final copy of spreadsheet. These spreadsheets are to be named using the following guidelines:

   Prime Recipients are to name the completed Excel spreadsheet with the following naming guidelines: [state]_[DeptDiv]_[SAI number].xls. For example, the Americorps program report would be named: DE_3512_S9032409.xls.

3. Delegated sub-recipients including school districts and charter schools are to name the completed Excel spreadsheet with the following naming guidelines: [state]_[DeptDiv]_[SAI number]_sub.xls. For example, the Title 1 ARRA funding sub-recipient report for the Milford School District would be named DE_9518_S9032403A012_sub.xls. Perform data quality review. (Please refer to the Data Quality Requirements section of this document).
4. Once satisfied with data quality, upload file to www.FederalReporting.gov by logging in and selecting "upload excel file". It may be helpful to validate the file first to ensure no errors persist. A confirmation will be sent to your email address outlining any errors that may have occurred. Copies of the final spreadsheet uploaded to the federal reporting system, as well as the sign-off sheet are to be emailed to OMB_ARRA1512@state.de.us/.

Days 16 through 22 (Jan 16 through Jan 22) after quarter's end

1. Prime recipients and delegated sub-recipient report creators can review their uploaded reports by logging in to www.FederalReporting.gov, and clicking on "Prime Recipient" or "Sub Recipient" under the "Quick Links/My Reports" menu.
2. Prime recipients and delegated sub-recipients can make corrections if necessary. Corrections can be made directly in the on-line report, and clicking "submit" at the bottom of the web form. Recipients must also correct the excel spreadsheet. A copy of the corrected spreadsheet is to be sent to OMB_ARRA1512@state.de.us.
3. Prime recipients are responsible for verifying submitted information for all Recovery funds for which they are responsible, for notifying sub-recipients of reporting errors or omissions, and for ensuring any data corrections are completed in a timely manner.

4. Prime recipients will be responsible for coordinating with sub-recipients on any identified data errors. To facilitate data corrections, the www.FederalReporting.gov solution will provide contact information for the individual who submitted the report including email contact information.

Days 23 through 29 (Jan 23 – Jan 29) after quarter's end

1. Federal agency review continues. Federal agency will contact the prime and/or sub-recipient report creators with discrepancies.

Day 30 (Jan 30) after quarter's end

1. Reports are published on Recovery.gov.

April 10

1. Next reporting due date for cumulative reporting from February 17, 2009 through March 30, 2010.

Data Quality Requirements

Prior to submission to the Federal website, the Primary Recipient is responsible for ensuring that no material errors or omissions exist. A material omission is defined as *"instances where required data is not reported or reported information is not otherwise responsive to the data requests resulting in significant risk that the public is not fully informed as to the status of a Recovery Act project or activity."* A significant reporting error is defined as *"instances where required data is not reported accurately and such erroneous reporting results in significant risk that the public will be misled or confused by the recipient report in question."* **The Prime Recipient must ensure that there are no material omissions or significant reporting errors in each quarterly report.**

Data quality (i.e., accuracy, completeness and timely reporting of information) reviews required by the OMB June 22 Guidance are intended to avoid two key data problems -- material omissions and significant reporting errors. Prime recipients, as owners of the data submitted, have the principal responsibility for the quality of the information submitted. Sub-recipients delegated to report on behalf of prime recipients share in this responsibility. In light of these data quality responsibilities, recipients and sub-recipients should establish internal controls to ensure completeness, accuracy and timely reporting of all amounts funded by the Recovery Act.

Possible approaches to this include:

- Review the last 1512 submission audit for your program and ensure any deficiencies have been addressed and corrected.
- Establishing control totals (e.g., total number of projects subject to reporting, total dollars allocated to projects) and verify that reported information matches the established control totals Establishing a data review protocol or automated process that identifies incongruous results (e.g., total amount spent on a project or activity is equal to or greater than the previous reporting)
- Establishing procedures and/cross-validation of data to identify and/or eliminate potential "double counting" due to delegation of reporting responsibility to sub-recipient.
- Review latest single audit for your program and ensure any deficiencies have been addressed and corrected. All recipients and sub-recipients of ARRA funds should adopt a risk assessment process for all ARRA programs to include risk identification, risk evaluation and mitigation plans. The risk assessment must also include items that address meeting program requirements and objectives. Please refer to OMB and Division of Accounting November 25, 2009 memorandum found at the following site: http://www.omb.delaware.gov/arra/documents/internal_controls_guidance.pdf

The following checklist should serve as a general guide to spot check for completeness and accuracy of your data.

- ✓ Identify all grants subject to ARRA 1512 reporting that have been awarded by the end of the reporting quarter.
- ✓ Ensure that you have at least one spreadsheet submission for every ARRA award received that requires reporting.
- ✓ Identify any new sub-recipients or vendors since the previous reporting quarter. Review changes to federal and state guidance with sub-recipients. Ensure each sub-recipient has completed and returned their data and that the award amounts agree with the Primary Recipients' numbers.
- ✓ Establish a control total of the total dollar amount of ARRA monies awarded. Ensure that the total dollars on the spreadsheets you submit do not exceed this number.
- ✓ Ensure that the Total Federal Amount of ARRA Expenditure (cell F31) amount is consistent with DFMS reports, and does not exceed the total amount of the award (cell C16).
- ✓ Ensure that the total sub awards to individuals (cell D20), payments to vendors less than $25,000 per award (cell D22), the total amount of subawards less than $25,000 per award (cell D24), the total of column E on the sub-recipient tab (Amount of sub-awards), and the total of column G on the Vendor tab (Payment amount) all added together does not exceed the total amount of the award (cell C16 on the Primary recipient tab)
- ✓ Ensure that job estimates seem reasonable when compared to other awards of like scope and size and that number of retained or newly created jobs is calculated as Full Time Equivalents (FTEs) in accordance with updated federal OMB guidance found at: **http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf.**

Data Dictionary and Spreadsheet Instruction:

This Section describes the data elements specifically required for recipient reporting under the American Recovery and Reinvestment Act of 2009 (ARRA). One spreadsheet should be completed for **each award** an agency receives.

Table 1 - Recipient Reporting Data Dictionary

Data Elements	Yellow – Mandatory fields
	Teal – Conditional fields

PRIME RECIPIENTS
RECIPIENT DATA ELEMENTS, GRANTS/LOAN SPREADSHEET

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Award Type, Cell reference B6	This cell has a drop-down menu, located on the lower right corner of cell. Place cursor in cell, and choose either "Grant" or "Loan" from the dropdown menu. Other types of federal financial assistance not specifically identified in the dropdown box should be reported under the award type of "Grant."	String	Drop Down, 8 max	Grant	This is a mandatory field.	Transparency Act Guidance March 30, 2007	This is a mandatory field.
Award Number, cell reference D6 and E6	Enter the identifying number assigned by the awarding Federal Agency as it appears on the Federal Agency award letter. This might also be referred to as an Agreement Number, Loan Number or Grant Number on some award letters.	string	50	Varies by award and agencies	**The award number is case, space and special character sensitive. It should be the same as it appears in the federal award document.**	April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	This is a mandatory field.

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Final Report, cell reference F6	This cell has a drop-down menu. Place cursor in cell, and choose either Y or N to indicate whether this is the final report for this award. Only choose Y if the award dollars have been fully expended, the project is 100% complete and there will be no further quarterly reports submitted.	Y or N	1	N	Check "Y" only if this is the final report for the award period specified.	April 1, 2009 Federal Register	This is a mandatory field. Dropdown box.
Recipient DUNS Number*, cell referenceB10	Enter the Prime Recipient's DUNS (Data Universal Numbering System) 9-digit number here. This number may be found on the award letter or grant application.	Number	9 digits	123456789	The 9-digit DUNS# is mandatory. Do not enter any dashes.	April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	This is a mandatory field.
Recipient Account Number, cell reference D10 and E10	Enter the SAI tracking number assigned by the Clearinghouse Committee here. You can locate each award's SAI number in block 7 of the Federal Aid Master (FM).	String	Max of 255 digits	S9-03-12-22	Required by the State of DE.	April 1, 2009 Federal Register	Optional field for the Federal submission
Recipient Congressional District*, cell reference F10	Delaware has only one Congressional District. Enter 00 for all Delaware-based Primary Recipients.	String	2 digits	00	For non-Delaware based recipients, you can find your congressional district on-line at http://www.govtrack.us/congress/findyourreps.xpd?		

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Funding Agency Code, cell reference B14	Numeric code of Federal Agency that is responsible for funding/distributing the ARRA funds to Recipients. You may be able to find the code in the Agency Dropdown List in columns H and I14. A complete listing can be found on federalreporting.gov. Look under "Downloads", scroll down to Reference Data and Additional Links, click on "4-digit Agency Codes Reference". If you have any questions regarding the appropriate code that should be used, please contact the awarding agency directly.	string	4	6800	Federal Agency code is mandatory for Recipient Reporting. The Funding Agency is the agency that receives the ARRA funds through the ARRA funds appropriation.	April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007 Initial Reference: fips95-2.pdf Latest Reference: NIST Special Publication 800-87	This is a mandatory field.
Awarding Agency Code, cell reference D14	Numeric code of the agency that awarded and administering the award on behalf of the Funding Agency. In many cases, the Awarding Agency is the same as the Funding Agency. In some cases, such as some contracts – the Funding Agency (e.g. HHS) delegates the administration and awarding responsibilities to another agency like GSA. You may be able to find the code in the Agency Dropdown List in columns H and I14. A complete listing can be found on federalreporting.gov. Look under "Downloads", scroll down to Reference Data and Additional Links, click on "4-digit Agency Codes Reference". If you have any questions regarding the appropriate code that should be used, please contact the awarding agency directly	string	4	4700	The Awarding Agency is the agency that awards administers the ARRA funds on behalf of the Funding Agency.	April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007 Initial Reference: fips95-2.pdf Latest Reference: NIST Special Publication 800-87	This is a mandatory field.
Award Date, cell reference F14	Enter the date that the award was signed by the federal government representative.	Mm/dd/yyyy	8	03/31/2009	This is a mandatory field.	Transparency Act Guidance March 30, 2007	This is a mandatory field.

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Amount of Award, cell reference B16	Enter the total amount of the federal award, For Grants; enter the total amount of the federal dollars on the award. For loans, enter the face value of the loan	Currency (Dollar value - numeric)	18,2[1]	200000.01	Total specific federal funding as indicated on the award document	April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	This is a mandatory field.
CFDA Number, cell reference D16	Enter the CFDA (Catalog of Federal Domestic Assistance) number associated with the award. This number can typically be found on the award letter, or in block 9 of the FM (Federal Aid Master). A complete listing of CFDA numbers can be found on www.CFDA.gov. A complete listing can be found on federalreporting.gov. Look under "Downloads", scroll down to Reference Data and Additional Links, click on "CFDA Numbers Reference".	string	6	12.345	Two digit number and decimal, followed by a three digit number. This field only applies to grants and loans.	April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	This is a mandatory field. This field only applies to grants and loans.
Program Source (TAS), cell reference B18	The Agency Treasury Account Symbol (TAS) that identifies the funding Program Source. This Program Source is based out of the OMB TAS list. TAS numbers can be found on the dropdown listing in columns H and I. A complete listing can be found on federalreporting.gov. Look under "Downloads", scroll down to Reference Data and Additional Links, click on "Program Source Reference". If you have any questions regarding the appropriate code that should be used, please contact the awarding agency. .	string	17	TRAGENCY (2) + "-" + TRACCT (4) + "-" + SUBACCT(3)	Assuming that Agencies will provide the code to Recipient Note: Program Source (TAS) is mandatory for Recipient Reporting.	Transparency Act Guidance March 30, 2007	OMB TAS list. This is a mandatory field.

[1] The data length of 18,2 indicates total length of 18 characters with 2 characters after the decimal.

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Sub Account Number for Program Source (TAS), cell reference D18	Enter the sub account number of the selected program source. Enter the three-digit extension of the program source identifying an agency sub account. A listing of TAS sub accounts can be found in the drop-down list in columns H and I.	string	3	This field is optional; i.e. only provided when applicable		Transparency Act Guidance March 30, 2007	Optional field
Total Number of Sub-awards to individuals, cell reference B20	Enter the total Number of Sub-awards to individuals. Do NOT include sub-awards to vendors or sub-recipients in this cell.	string	6	10	This is a mandatory field	April 1, 2009 Federal Register	This is a mandatory field
Total Amount of Sub-awards to individuals, cell reference D20	Enter the total dollar amount of Sub-awards to individuals. Do NOT include sub-awards to vendors or sub-recipients in this cell.	Currency (Dollar value - numeric)	18,2	240000.01	This is a mandatory field	April 1, 2009 Federal Register	This is a mandatory field
Total Number of payments to vendors less than $25,000/award, cell reference B22	Enter the total number of payments to vendors less than $25,000/award. Do NOT include any vendors listed in the vendor tab.	string	6	10	This is a mandatory field	April 1, 2009 Federal Register	This is a mandatory field for grants and loans
Total Amount of payments to vendors less than $25,000/award, cell reference D22	Enter the total dollar amount paid to vendors less than $25,000/award for the reporting quarter. Do NOT include payments made to any vendors listed n the vendor tab.	Currency (Dollar value - numeric)	18,2	20000.01	No single Sub-award can exceed $24,999 or must be submitted individually	April 1, 2009 Federal Register	This is a mandatory field for grants and loans
Total Number of Sub-awards less than $25,000/award. Cell reference B24	Enter the total number of sub-awards less than $25,000/award. Do NOT include sub-recipients that are listed on the sub-recipient tab.	string	6	10	This is a mandatory field	April 1, 2009 Federal Register	This is a mandatory field
Total Amount of Sub awards less than $25,000/award. Cell reference D24	Total Amount of Sub awards less than $25,000/award.for the reporting quarter.. Do NOT include sub-recipient dollar amounts that are listed on the sub-recipient tab.	Currency (Dollar value - numeric)	18,2	20000.01	No single Sub-award can exceed $24,999 or must be submitted individually	April 1, 2009 Federal Register	This is a mandatory field
Award Description, cell reference B26	Award title and description with purpose of each funding action if any. The description should capture the overall purpose of the award. For example, ''community development,'' ''comprehensive	string	4000	Special Education - PART B/PRESCHOOL	This is a mandatory field.	April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	This is a mandatory field.

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
	community mental health services to adults with a serious mental illness,'' etc.						
Project Name or Project/Program Title, cell reference B31	The brief descriptive title of the project or activity funded in whole or in part with Recovery Act funds. This should match the title as indicated on the Award document.	string	256	F006: Land Treatment Practices Services (plowing/clearing, etc.)		April 1, 2009 Federal Register	This field only applies to Grants and Loans.
Project Status, cell reference D31	Evaluation of completion status of the project, activity, or federally awarded contract action funded by the Recovery Act. The status of the work that has been completed. This evaluation should be based on performance progress reports and other relevant non-financial performance information. This field has a drop-down box. Options for selection: Not started; Less than 50% completed; Completed 50% or more; Fully Completed. For awards funding multiple projects such as formula block grants, provide your best estimate of completion of all projects based on any aggregate data and information.	string	20	"Fully Completed"	This is a mandatory field. Options for selection: ▪ Not started; ▪ Less than 50% completed; ▪ Completed 50% or more; ▪ Fully Completed.	April 1, 2009 Federal Register	This is a mandatory field
Total Federal Amount ARRA Funds Received/Invoiced, cell reference F31	The amount of Recovery Act funds received from the awarding agency through draw-down, reimbursement or invoice.	Currency (Dollar value - numeric)	18,2	200000.01	This is a mandatory field	April 1, 2009 Federal Register ARRA	This is a mandatory field.

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Number Of Jobs, cell reference B33	Jobs created and retained. An estimate of the number of jobs created and jobs retained in the United States and outlying areas, calculated as Full Time Equivalents (FTEs). At a minimum, this estimate shall include any new positions created and any existing filled positions that were retained to support or carry out Recovery Act projects, activities, or federally awarded contracts managed directly by the recipient or federal contractor. For grants and loans, the number shall include the number of jobs created and retained by sub recipients and vendor. The number shall be expressed as ''full-time equivalent'' (FTE), calculated cumulatively as all hours worked divided by the total number of hours in a full-time schedule, as defined by the recipient or federal contractor. For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter. A job cannot be reported as both created and retained. As used in this instruction, United States means the 50 States and the District of Columbia, and outlying areas. For further guidance, please refer to Chapter 5 of the OMB 1512 reporting guidance.	Number	10	100	This is a mandatory field.		This is a mandatory field.

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Description of Jobs Created, cell reference D33	A narrative description of the employment impact of the Recovery Act funded work. This narrative is cumulative for each calendar quarter and at a minimum, will address the impact on the recipient's or federal contractor's workforce (for grants and loans, recipients shall also include the impact on the workforces of sub recipients and vendors). At a minimum, provide a brief description of the types of jobs created and jobs retained in the United States and outlying areas. ''Jobs or positions created'' means those new positions created and filled, or previously existing unfilled positions that are filled, as a result of Recovery Act funding. ''Jobs or positions retained'' means those previously existing filled positions that are retained as a result of Recovery Act funding. This description may rely on job titles, broader labor categories, or the recipient's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.	string	4000		This is a mandatory field. If no jobs were created or retained, enter any future plans for job creation, if any.	April 1, 2009 Federal Register ARRA	This is a mandatory field

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Quarterly Activities/Project Description, cell reference B36	**A** description of the overall purpose and expected outputs and outcomes or results of the award and first-tier Sub award(s), including significant deliverables and, if appropriate, units of measure. For an award that funds multiple projects such as a formula block grant, the purpose and outcomes or results may be stated in broad terms. Describe any sub-awards issued or plans for the future quarters.	string	2000	Powers and Gold Beach Ranger Districts Curry County OR Has Fuels Item 1 Chetco Area and Item 3 - Powers Area	This is a mandatory field	April 1, 2009 Federal Register	This is a mandatory field
Activity Code (NAICS or NTEE-NPC) cell reference B42 – E46	For awards primarily funding infrastructure projects, enter the North American Industry Classification System (NAICS) code(s) that describe the Recovery Act projects or activities under this award. A searchable code list is at http://www.census.gov/naics/. For all other awards, provide the National Center for Charitable Statistics ''NTEE–NPC'' code(s) that describe the Recovery Act projects or activities under this award. A searchable code list is at http://nccsdataweb.urban.org/PubApps/nteeSearch. php?gQry=all-core&codeType=NPC.	string	20	115310	IF you get an error message, scroll right to cell I42, and click the drop-down arrow in that cell. Select the appropriate code by left-clicking the code, and close the drop-down box. Then COPY the contents of cell I42, and PASTE into cell C42.	April 1, 2009 Federal Register	This is a mandatory field

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Total Federal Amount of ARRA Expenditure, cell reference B48	Amount of recovery funds received that were expended to projects or activities (''Federal Share of Expenditures''). The cumulative total for the amount of Federal fund expenditures. Expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; the value of third-party in-kind contributions applied; and the amount of cash advance payments and payments made to subcontractors and Subawardees. Dollar amounts can be obtained from the 12/31/09 DFMS reports.	Currency (Dollar value - numeric)	18,2	200000.01	This only applies to grants and loans.	April 1, 2009 Federal Register ARRA	Total Federal Amount of ARRA Expenditure should not exceed the Amount of Award
Total Federal ARRA Infrastructure Expenditure, cell reference D48 **NOTE: if not reporting on infrastructure expenditure, skip to cell B61.**	Total federal ARRA Infrastructure expenditure. Complete this field only if reporting on an infrastructure award. An infrastructure investment is financial support for a physical asset or structure needed for the operation of a larger enterprise. Therefore, infrastructure investments include support for tangible assets or structures, such as roads, public buildings (including schools), mass transit systems, water and sewage systems, communication and utility systems and other assets or structures.	Currency (Dollar value - numeric)	18,2	200000.01	This is a conditional field for investing in infrastructure	April 1, 2009 Federal Register	This is a conditional field for investing in infrastructure
Infrastructure Contact Name, cell reference F48	**Enter n**ame, phone number, address and email address of the appropriate contact in the appropriate fields.	string	120		This field is a conditional requirement associated with infrastructure investment	April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Infrastructure Contact Email, cell reference B50		string	320		This field is a conditional requirement associated with infrastructure investment. If reporting infrastructure investment, a rationale/explanation has to be provided. Leave blank if you are not reporting on an infrastructure award.	April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	
Infrastructure Contact Phone, cell reference D50		string	30			April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	
Infrastructure Contact PhoneExtn, cell reference F50		string	10			April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	
Infrastructure Contact Street Address 1, cell reference B52		string	55			April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	
Infrastructure Contact Street Address 2, cell reference D52		string	55				
Infrastructure Contact Street Address 3, cell reference F52		string	55				
Infrastructure Contact City, cell reference B54		string	35	Wilmington		April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	
Infrastructure Contact State, cell reference D54		string	2	DE			
Infrastructure State/Local Contact Zip Code + 4, cella reference F54		string	9	19711-4134			

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Infrastructure Purpose and Rationale, cell reference B56	Purpose and rationale of funds received for infrastructure investment with funds made available under the Recovery Act. Identify the purpose and explain how the infrastructure investment will contribute to one or more purposes of the Recovery Act: Purposes: (1) To preserve and create jobs and promote economic recovery. (2) To assist those most impacted by the recession. (3) To provide investments needed to increase economic efficiency by spurring technological advances in science and health. (4) To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits. (5) To stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.	string	Variable (Maximum 4000 characters)		This is a conditional field. If reporting infrastructure investment, a rationale/explanation has to be provided.	April 1, 2009 Federal Register ARRA	This is a conditional field. If reporting infrastructure investment, a rationale/explanation has to be provided.
Primary Place of Performance – Street Address 1, cell reference B61	Enter the prime recipients address, unless the primary place of performance is different.	string	55		This field is optional.		This field is optional.
Primary Place of Performance – Street Address 2, cell reference D61		string	55		This field is optional		This field is optional
Primary Place of Performance – City, cell reference F61		string	35	Rockville	This is a mandatory field		This is a mandatory field.
Primary Place of Performance – State, cell reference B63	Use the drop-down box to select the appropriate state.	string	2	MD	This is a mandatory field with a drop-down menu.	April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	This is a mandatory field with a drop-down menu.

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Primary Place of Performance – Zip Code + 4, cell reference D63	Enter zip code plus the four-digit code. Do not enter any dashes.	string	9	220334902	This is a mandatory field		This is a mandatory field.
Primary Place of Performance - Congressional District, cell reference F63	The state of DE has one Congressional District. If the Primary Place of performance is within the state of DE, enter 00. If the primary place of performance is not within the state of DE, please refer to the congressional district map on the following web site: http://www.govtrack.us/congress/findyourreps.xpd?	string	2	01	This is a mandatory field		This is a mandatory field.
Primary Place of Performance – Country, cell reference B65	Click the drop-down menu and select the appropriate country. This is the 2 letter alpha code.	string	2	US	This is a mandatory field with a drop-down menu.		This is a mandatory field with a drop-down menu.
Prime Recipient indication of reporting applicability, cell reference B69	Prime recipients are obligated to complete this section of the 1512 report ONLY if the following criteria is met: In the recipient's preceding fiscal year, the recipient received— (A) 80 percent or more of its annual gross revenues from federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (B) $25,000,000 or more in annual gross revenues from federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (ii) The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.	string	3	No	This is a Yes or No field NOTE: Compensation information is publicly available for all Agency-employed personnel; therefore, because Prime Recipients are State Agencies, it is not necessary to complete this section...		If all of the conditions in the definition apply the recipient must report in the highly compensated fields

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Prime Recipient Highly Compensated Name(5), cell reference E 69 - 73	Names of each of the five most highly compensated officers of the recipient for the calendar year in which the award is awarded if YES is checked in cell B69. .	string array	55	Tom Jones John Doe Mary Smith Ivana B. Rich Amanda King	See Above	April 1, 2009 Federal Register	A conditional field based on the "Prime Recipient indication of reporting applicability" data element If all conditions in the definition apply the recipient must report in the this field
Prime Recipient Highly Compensated Compensation(5) (Conditional), cell reference F69 - 73	For the five most highly compensated officers of the recipient: ''Total compensation'' means the cash and noncash dollar value earned by the executive during the sub recipient's past fiscal year of the following: (i). Salary and bonus. (ii). Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R. (iii). Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees. (iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans. (v). Above-market earnings on deferred compensation which are not tax-qualified. (vi). Other compensation. For example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds $10,000.	Currency Array (Dollar value - numeric)	18,2	100000.01 500000.01 400000.01 350000.01 700000.01	See above	April 1, 2009 Federal Register	A conditional field based on the "Prime Recipient indication of reporting applicability" data element If all conditions in the definition apply the recipient must report in this field

SUB RECIPIENT DATA ELEMENTS – Complete this tab of the spreadsheet for any sub-awards greater than $25,000. Prime Recipients are responsible for completing the data elements in the Sub Recipient tab, UNLESS reporting responsibility has been delegated to said Sub-recipient.

If the primary recipient has awarded ARRA funds to multiple sub-recipients, each greater than $25,000, list each award on the lines provided.

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Award Type, cell reference B6	This cell has a dropdown menu. Place cursor in cell, and choose either Grant or Loan from the drop-down menu	string	5	Grant			This is a mandatory field.
Award Number, cell reference C6	Enter the Award Number as reported on the Primary Recipient spreadsheet. Award number is case-sensitive, and must be identical to what was reported on the Prime Recipient tab.	string	50	Varies by award and agencies	The award number is case, space and special character sensitive. It should be the same as it appears in the federal award document.	April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	This is a mandatory field.
Recipient DUNS Number*, cell reference D6	Enter the Prime Recipient's DUNS (Data Universal Numbering System) 9-digit number here as reported in the Primary Recipient's spreadsheet	Number	9 digits	123456789	The 9-digit DUNS# is mandatory	April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	This is a mandatory field.
Sub recipient DUNS Number, cell reference B10	The sub recipient organization's 9- digit Data Universal Numbering System (DUNS) number. List all sub recipients DUNS numbers in column D.	string	9	123456789	9digit DUNS# is mandatory	April 1, 2009 Federal Register	This is a mandatory field.
Sub Award Number, cell reference C10	Enter the Sub award Number or Other Identifying Number Assigned by the Prime Recipient. List all the Sub Award numbers in column C,	string	55	S9040524	Prime Recipient assigns a sub-award number (federally awarded contract, grant, loan) to the Sub Recipient	April 1, 2009 Federal Register	This is a mandatory field.

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Sub recipient Congressional District, cell D10	Delaware has only one Congressional District. Enter 00 for all Delaware-based Primary Recipients. List all the sub recipient congressional districts in column D.	String	2 digits	00	For non-Delaware recipients districts can downloads tab at federalreporting.gov		This is a mandatory field
Amount of Sub award, cell reference E10	The anticipated total amount of funds to be disbursed to the sub-awardee over the life of the award.	Currency (Dollar value - numeric)	18,2	200000.01		April 1, 2009 Federal Register	This is a mandatory field
Total Sub award Funds Disbursed, cell reference F10	Amount of Sub award Disbursed. The cumulative amount of cash disbursed to the sub-awardee as of the reporting period end date.	Currency (Dollar value - numeric)	18,2	200000.01		April 1, 2009 Federal Register	This field is mandatory
Sub award Date, cell reference G10	Sub award Date. Enter the date the Sub award was signed (mm/dd/yyyy).	Date (YYYYMMDD)	8	20091212	The date is found on the sub-award document	April 1, 2009 Federal Register	This field is mandatory
Sub recipient Primary Place of Performance – Street Address 1, cell reference H10	Enter the sub-recipient's address unless the primary place of performance is different. List the addresses and congressional districts of all sub-recipients in columns H, I and J.K, L, M and N	string	55		This field is optional.		This field is optional.
Sub recipient Primary Place of Performance – Street Address 2, cell reference I10		string	55		This field is optional		This field is optional
Sub recipient Place of Performance – City, cell reference J10		string	35	Wilmington			This field is mandatory
Sub recipient Place of Performance – State, Cell reference K10	This has a drop-down box. Choose appropriate state from the drop-down menu.	string	2	DE		April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	This field is mandatory
Sub recipient Place of Performance – Zip Code + 4, cell reference L10	Do not include dashes when entering the zip code + 4.	string	9	220334902			This field is mandatory
Sub recipient Place of Performance - Congressional District, cell reference M10	Delaware has only one congressional district. If the place of performance is in the state of DE, enter '00" in this cell.	string	2	8	For non-Delaware recipients districts can downloads tab at federalreporting.gov		This field is mandatory

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Sub recipient Place of Performance – Country, cell reference N10	This cell has a drop-down box. Choose appropriate Country from the drop-down menu.	string	2	US	This field is mandatory		This field is mandatory
Sub Recipient indication of reporting applicability, cell reference O10 IF YOU'VE SELECTED 'NO' TO ALL SUB RECIPIENTS IN COLUMN O, YOU MAY SKIP THE REMAINDER OF THIS SPREADSHEET	Sub recipients are obligated to complete this section of the 1512 report ONLY if the following criteria is met: In the recipient's preceding fiscal year, the recipient received— (A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and sub grants) and cooperative agreements; AND (B) $25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and sub grants) and cooperative agreements; AND (ii) The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.	string	3	Yes	This is a Yes or No field NOTE: Compensation information is publicly available for all Agency-employed personnel; therefore, if the Sub Recipient is a State Agency, school district or charter, they may skip this section and move to the sub-recipient tabs.		If all of the conditions in the definition apply the recipient must report in the highly compensated fields
Sub Recipient Highly Compensated Name(5), cell reference P10	Names of each of the five most highly compensated officers of the recipient for the calendar year in which the award is awarded if YES is checked in cell 010. If all of the conditions in the definition apply the recipient must report in the highly compensated fields.	string array	55	Tom Jones John Doe Mary Smith Ivana B. Rich Amanda King	This is a conditional field based on the "Prime Recipient indication of reporting applicability" data element	April 1, 2009 Federal Register	This is a conditional field based on the "Prime Recipient indication of reporting applicability" data element

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Sub Recipient Highly Compensated Compensation(5) (Conditional) Cell Reference Q10	For the five most highly compensated officers of the sub recipient: total compensation ''Total compensation'' is defined for ''Total compensation'' means the cash and noncash dollar value earned by the executive during the sub recipient's past fiscal year of the following (for more information see 17 CFR 229.402(c)(2)): (i). Salary and bonus. (ii). Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R. (iii). Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees. (iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans. (v). Above-market earnings on deferred compensation which are not tax-qualified. (vi). Other compensation. For example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds $10,000.	Currency Array (Dollar value - numeric)	18,2	100000.01 500000.01 400000.01 350000.01 700000.01	This is a conditional field based on the sub recipient indication of reporting applicability data element.	April 1, 2009 Federal Register	This is a conditional field based on the "Sub Recipient indication of reporting applicability" data element If all of the conditions in the definition apply the recipient must report in the highly compensated fields

VENDOR DATA ELEMENTS (All these elements are for Grants and Loans Only) Complete the Vendor tab of the spreadsheet only for vendors who have received (or will receive) more than $25,000.00 from either the Prime Recipient and/or Sub-recipients. If more than one vendor has received (or will receive) more than $25,000, list each vendor in a separate row of the spreadsheet.

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Award Number – Prime Recipient Vendor, cell reference C6	Identifying Number Assigned by the prime recipient. This number must exactly match the Award Number fields on the Primary and Sub Recipient tabs.	string	50	Varies by award and agencies	Complete this field if submitting Prime Recipient vendor information.	April 1, 2009 Federal Register Transparency Act Guidance March 30, 2007	This is a mandatory field for Prime Recipient Report
Sub award Number – Sub-recipient Vendor, cell reference B9	Enter the award number or Other Identifying Number Assigned by the Sub-recipient.	string	55	Sub-award number provided by Prime Recipient	Complete this field if submitting Sub Recipient vendor information.	April 1, 2009 Federal Register	This is a mandatory field for Sub Recipient Report
Vendor DUNS Number, cell reference C9	Vendor DUNS Number. Enter the vendor's 9 digit Data Universal Numbering System (DUNS) number. If a DUNS number does not exist, leave this field blank.	string	9	123456789	DUNS# 9digit is preferred. See comments for Vendor HQ Zip Code and Vendor Name data elements	April 1, 2009 Federal Register	Mandatory if vendor has a DUNS. If not, leave blank.
Vendor Name, cell reference D9	The name of the vendor.	string	55	ROOFING RESOURCES INC	Vendor HQ Zip Code and Vendor Name are required if DUNS# is not available		
Vendor HQ Zip Code + 4, cell reference E9	The zip code of the vendor's headquarters.	string	9	220334902	Vendor HQ Zip Code and Vendor Name are required if DUNS# is not available		
Product and Service Description, cell reference F9	A description of the product and/or service provided by the vendor	string	255	Runway repair	Short description of product and/or service	April 1, 2009 Federal Register	This field is optional for vendors of sub-recipients

Data Element	Definition	Type	Max Length	Example	Comments	Control	Validation and Business Rule(s)
Payment Amount, cell reference G9	The amount invoiced to the vendor (aggregated) that will be paid with ARRA funds. If several payments that are less than $25K were disbursed to a vendor, but the cumulative amount exceeds $25K, list the vendor.	Currency (Dollar value - numeric)	18,2	50000.01		April 1, 2009 Federal Register	This field is optional for vendors of sub-recipients

Uploading the spreadsheet to FederalReporting.gov

Once the spreadsheet has been completed and the data validated and approved by all prime recipients, designated sub-recipients are then required to upload the spreadsheet to the FederalReporting.gov web site by January 15, 2009. Federalreporting.gov contains an extensive and very thorough user guide found under the "Downloads" tab on that site. Prime recipients and delegated sub recipients are strongly encouraged to utilize this manual in preparing the required 1512 report.

In general, the process to upload the spreadsheet is as follows:

- **Go to the website:** www.federalreporting.gov.
- **Login:** The system will prompt the user for a valid user id and password combination to log in.
- **Validate file**: This process will determine if the spreadsheet contains any errors or warnings prior to uploading it. Errors must be corrected prior to submitting a final report. Make sure you are using version 1.5 or 1.6 of the template.
- **Submit Report:** Select "report submission" and select the upload spreadsheet option. Select the file to upload. Please ensure that your file is named using the recommended naming convention.
- **Confirmation:** The system will display a confirmation of report acceptance. The system will then validate the structure of the data for conformance to the data standards. This process may take as long as 24 hours to process based on system load, however submitters are considered compliant with reporting requirements if they submit data valid file within the required timeframe. An email will follow, outlining any errors or warnings that may have been discovered.
- **Send** a copy of your excel spreadsheet(s) to the state OMB, at the following email address: OMB_ARRA1512@STATE.DE.US.These spreadsheets are to be named using the following guidelines:

Prime Recipients are to name the completed Excel spreadsheet with the following naming guidelines: [state]_[DeptDiv]_[SAI number].xls. For example, the Americorps program report would be named: DE_3512_S9032409.xls.

Delegated sub-recipients including school districts and charter schools are to name the completed Excel spreadsheet with the following naming guidelines: [state]_[DeptDiv]_[SAI number]_sub.xls. For example, the Title 1 ARRA funding sub-recipient report for the Milford School District would be named DE_9518_S9032403A012_sub.xls.

- **Complete** a copy of the ARRA 1512 Report Approval Record for each prime recipient or sub-recipient report submitted to federalreporting.gov. The template for this can be found at http://www.omb.delaware.gov/arra/index.shtml. Completed and signed approval records are to be scanned and emailed to OMB_ARRA1512@state.de.us or faxed to (302) 739 5661.
- **If necessary to update or revise, send** the updated template to OMB_ARRA1512@state.de.us
- **Direct** questions to OMB_ARRA1512@state.de.us.